

**GRANT COORDINATOR**  
**Chautauqua County Department of Mental Hygiene and Social Services**  
**1 Full-Time Position @ 35 hours/week**  
**Salary Range: \$28.50 - \$37.44/hour + Benefits**

The Chautauqua County Department of Mental Hygiene and Social Services is looking to fill one (1) Full-Time Grant Coordinator position in the Mayville, NY office. This is an important professional position involving responsibility for the coordination of services, allocation of funds and overall maintenance of individual department grants and all other state and federal funding sources. An incumbent in this class will oversee all aspects of grant and fund use and reporting within the assigned department. The incumbent in this position will work under the general direction of higher-ranking professionals or administrative staff with latitude for the exercise of independent judgment. Does related work as required.

**Typical Work Activities:**

- Assists departments in planning and preparing grant proposals and reviewing and processing grant documents;
- Prepares final grant proposal submissions;
- Interprets grant rules and regulations and monitors grant development to ensure compliance with mandates, goals, and objectives;
- Assists department in grant management activities;
- Coordinates and manages all other state and federal funding sources used within the assigned department;
- Assists the department head and agency administration by analyzing the best use of grant funding for agency-wide projects;
- Maintains centralized files of all department grant activity, including but not limited to, applications, awards, status, modifications, purchase and usage;
- Maintains records of grant funded equipment;
- Prepares fiscal and programmatic reports and evaluations and research reports as required;
- Works closely with the finance department and other agency staff to review and update policies, processes and procedures for financial administration of grants;
- Continues the administration and renewal of grants previously awarded to the agency;
- Provides supervisor with reports of results of data analyses in such areas as demographic data, etc. and sources of grant funding;
- Assists in budget preparation for grant components and presents it to the review committee or board;
- May research, identify and develop new grant opportunities by searching for program ideas and sources;
- May supervise lower-level clerical staff in the collection and maintenance of all statistical and financial data required for the support and administration of any grants;
- May oversee individual contracts awarded to the department;
- Other duties as assigned.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

**Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

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|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan)       | - 13 Paid Holidays          |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time      |
| - Personal Days   |                             |
| - NYSLERS Pension   | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness    | - Wellness Program          |

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Accounting or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Accounting or a closely related field and two (2) years of experience in auditing, accounting or grant administration; OR
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate degree in Public Administration, Business Administration, Accounting or a closely related field and four (4) years of experience as described in (B) above.